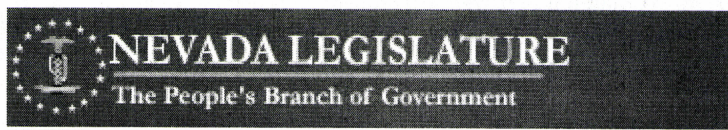


**TWENTY - EIGHTH
ALASKA STATE LEGISLATURE**



**NEW LEGISLATOR
PRE-SESSION ORIENTATION
JANUARY 9 - 11, 2013**



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New Legislator Orientation and Training: 2012-2013

New Legislator Orientation is designed to instruct new legislators in legislative processes and offer insight into working with various participants.

2012-2013 Schedule

11-28-2012

11-29-2012

11-30-2012

12-6-2012

12-13-2012

1-14-2013

1-15-2013

1-16-2013

1-17-2013

4-1-2013

5-8-2013

2012-2013 Schedule

Phase I Orientation – November 28, 29, and 30 to be held in Carson City

Phase II Issue Briefs – December 6 and December 13 to be videoconferenced among Carson City, Elko, and Las Vegas

Phase III Academy – January 14, 15, 16, and 17 to be held in Carson City

Wednesday, November 28, 2012

- | | |
|-----------------------|--|
| 9:30 a.m.—10:00 a.m. | Continental Breakfast—Room 3100 |
| 10:00 a.m.—10:15 a.m. | Welcome—Room 3100 <ul style="list-style-type: none"> • Senate and Assembly Leadership |
| 10:15 a.m.—10:45 a.m. | Overview of the Legislative Counsel Bureau—Room 3100 <ul style="list-style-type: none"> • Rick Combs, Director • Roger Wilkerson, Chief, Administrative Division |

- Paul V. Townsend, Legislative Auditor, Audit Division
- Mark Krmpotic, Senate Fiscal Analyst, Fiscal Analysis Division
- Cindy Jones, Assembly Fiscal Analyst, Fiscal Analysis Division
- Brenda J. Erdoes, Legislative Counsel, Legal Division
- Donald O. Williams, Research Director, Research Division

- 10:45 a.m.—11:15 a.m. Legislator Compensation, Benefits, and Travel—Room 3100
- Chuck Mahoney, Chief Accountant, Accounting Unit, Administrative Division
- 11:15 a.m.—11:45 a.m. Tour of the Legislative Building
- 11:45 a.m.—Noon Break
- Noon—1:45 p.m. Senate Lunch—Office of the Secretary of the Senate
- David Byerman, Secretary of the Senate
- Assembly Lunch—Office of the Chief Clerk of the Assembly
- Susan Furlong, Chief Clerk of the Assembly
- 1:45 p.m.—2:00 p.m. Break
- 2:00 p.m.—5:00 p.m. Individual Legislator Activities—First Floor Foyer, Legislative Building
- 5:30 p.m. Group Dinner (bus leaves at this time)

Thursday, November 29, 2012

- 7:45 a.m.—8:30 a.m. Breakfast—Room 3100
- 8:30 a.m.—8:45 a.m. Break
- 8:45 a.m.—11:45 a.m. Legislative Counsel Bureau: Presentations from Divisions—Room 4100
- Legal Division: The Legislature's Lawyer
- Brenda J. Erdoes, Legislative Counsel
- Audit Division: Assessing Performance

- Paul V. Townsend, Legislative Auditor
Handout

Break

Fiscal Analysis Division: Preparing the Budget and Forecasting Revenue

- Mark Krmpotic, Senate Fiscal Analyst
- Cindy Jones, Assembly Fiscal Analyst

Research Division

- Donald O. Williams, Research Director
 - Research Analysts: Linking Research to Policy **Handout**
 - Research Library and Research Publications: Preserving the Record **Handout**
 - Constituent Services Unit: Serving Your Constituents **Handout**

11:45 a.m.—12:15 p.m. **Break**

12:15 p.m.—1:45 p.m. **Luncheon—Old Assembly Chamber**

Table Topic:

What I Know Now That I Wish I Had Known Then

Roundtable Discussion with Returning Legislators

Program:

Remembering Citizen Legislators: The Nevada Legislature Oral History Project
Dana R. Bennett, Ph.D., Bennett Historical Research Services

2:00 p.m.—5:00 p.m. **Individual Legislator Activities**

(4:00 p.m.—5:00 p.m.) **Optional Tour of Carson City**

5:00 p.m. **Dinner (individual responsibility)**

Friday, November 30, 2012

7:30 a.m.—8:30 a.m. **Breakfast—Room 3100**
Invited Guests from the Office of the Governor and the Office of the Lieutenant Governor

8:30 a.m.— 8:45 a.m. **Break**

- | | |
|---------------------------|---|
| 8:45 a.m.—9:30 a.m. | <p>Ethics Basic Training—Room 4100</p> <ul style="list-style-type: none"> • Eileen O'Grady, Chief Deputy
Legislative Counsel, Legal Division
Handout |
| 9:30 a.m.—10:00 a.m. | <p>Annual Filings of Contribution and Expense
Reports—Room 4100
Office of the Secretary of State</p> <ul style="list-style-type: none"> • Nicole Lamboley, Chief Deputy
Secretary of State • Scott Gilles, Deputy Secretary for
Elections |
| 10:00 a.m.—10:15
a.m.. | <p>Break</p> |
| 10:15 a.m.—11:15 a.m. | <p>Introduction to the Legislature's Website and
Electronic Legislative Tools—Room 4100</p> <ul style="list-style-type: none"> • Teresa Wilt, Assistant Librarian,
Research Library |
| 11:15 a.m.—11:45 a.m. | <p>Safety and Security Procedures—Room 4100</p> <ul style="list-style-type: none"> • Bob Milby, Chief, Legislative Police |
| 11:45 a.m.—Noon | <p>Review and Preview of Issue Briefings and
Academy—Room 4100</p> <ul style="list-style-type: none"> • Rick Combs, Director, LCB |
| Noon—1:30 p.m. | <p>Luncheon—Room 3100</p> <p>Informal Discussion: Organizing Your
Legislative Office for Session</p> <ul style="list-style-type: none"> • Returning Legislators and Staff |
| 1:30 p.m. | <p>Individual Legislator Activities (by
appointment)</p> |

Presession Orientation Program for New Legislators 2012

Briefings on Selected Policy Issues

Thursday, December 6, 2012

Location: Room 4401, Grant Sawyer State Office Building, Las Vegas, Nevada; videoconferenced to Room 3137, Legislative Building, Carson City, Nevada; and Great Basin College, Room 124, Greenhaw Technical Arts Building, 1500 College Parkway, Elko, Nevada.

9:00 a.m.—Public Employees: Benefits and Retirement

At this two-part briefing, legislators will receive information about the Public Employees' Retirement System and the Public Employees' Benefits Program.

The Public Employees' Retirement System (PERS) is a tax-qualified defined benefit plan that provides retirement and disability benefits to State and local government employees in Nevada, including nonprofessional staff of the Nevada System of Higher Education. The Legislature oversees PERS, but the day-to-day operations are handled by an independent board and its executive officer and staff. The Legislative Retirement System and the Judicial Retirement System are also within PERS. Both nationally and in Nevada, state legislatures and local governments are grappling with the issues associated with unfunded liabilities. The economic recession, baby boomers reaching retirement age, shrinking State and local government workforces, and more stringent accounting rules are some of the challenges currently faced by PERS.

The Public Employees' Benefits Program (PEBP) is the entity that offers health and other insurance benefits to State employees and employees of local governments who voluntarily elect to participate in the Program. In addition to providing insurance benefits to active State and participating local government employees, the Program also makes insurance available to non-Medicare-eligible retirees. In 2010, the PEBP Board took action to move Medicare-eligible retirees (generally those 65 years of age and older) to an Individual Market Medicare Exchange for the 2012 plan year—making Nevada the first state to do so. The Legislature oversees PEBP, but the day-to-day operations are handled by an independent board and its executive director and staff. State revenue constraints and budget issues are challenges for PEBP, along with continuing increases in the cost of health care and implementation of the federal Affordable Care Act. In the current biennium, in order to address a budget shortfall, the Board increased deductibles and gave active employees a subsidy on their monthly premiums in the form of a contribution to a Health Savings Account.

Presenters: James R. Wells, Executive Officer, PEBP; Dana K. Bilyeu, Executive Officer, PERS; and Susan E. Scholley, Chief Principal Research Analyst, Research Division, Legislative Counsel Bureau (LCB) **Presenters' Biographies** | **Handouts**

10:30 a.m.—Health and Human Services

In this session, legislators will briefly review major health and human services topics, including an update on the implementation of the Affordable Care Act (federal health care reforms); Medicaid and Nevada Check Up; caseload growth for certain supportive services; funding hospitals for the care of indigent patients; juvenile justice system reforms; and county assessments for certain human services that were approved by the 2011 Legislature. Legislators will also receive information concerning the Department of Health and Human Services (DHHS) reorganization plans.

Presenters: Michael J. Wildden, Director, DHHS; Jane Gruner, Deputy Director, DHHS; Amber Howell, Administrator, Division of Child and Family Services, DHHS; Marsheilah D. Lyons, Supervising Principal Research Analyst, Research Division, LCB; and Kirsten Bugenig, Senior Research Analyst, Research Division, LCB **Presenters' Biographies** | **Handouts**

1:45 p.m.—Economic Development and Tourism

At this briefing, legislators will learn about efforts to expand Nevada businesses and attract new enterprise to the State. The session will cover the Nevada Governor's Office of Economic Development, regional development authorities, and partners in such key areas as education and workforce development. Legislators will learn about recent efforts in the development of Nevada's economy in seven key industry sectors, as well as accomplishments in global business development. Legislators will also be briefed on strengths, weaknesses, and current issues in the economic development environment.

The second portion of this session will include a presentation highlighting Nevada's efforts to promote tourism in the State. Legislators will learn about key issues impacting the State's Department of Tourism and Cultural Affairs, the primary functions of the Division of Tourism, and potential tourism related issues that may arise during the 2013 Legislative Session. Also included will be a brief overview of the Nevada Governor's Conference on Tourism, which was held in Sparks, Nevada, on December 4 and 5, 2012. Finally, Legislators will learn about interagency efforts to coordinate tourism and economic development activities.

Presenters: Doug van Aman, Regional Director, Nevada Governor's Office of Economic Development; Claudia Vecchio, Director, Nevada's Department of Tourism and Cultural Affairs; Michael J. Stewart, Chief Principal Policy Analyst, Research Division, LCB; and Kelly Richard, Senior Research Analyst, Research Division, LCB **Presenters' Biographies | Handouts**

3:15 p.m.—Judiciary

During this session, legislators will receive an overview of the wide range of subjects that typically fall within the scope of the Judiciary committees. These topics include the corrections system; the court system; crimes and punishments; criminal procedure; domestic violence; family law; juvenile justice; and sex offenders as well as business and corporate law, gaming, and property rights. Legislators will also receive focused briefings on the statutory Advisory Commission on the Administration of Justice, common-interest communities (i.e., homeowners' associations) and Nevada's court system, and will have the opportunity to ask questions and discuss topics of interest.

Presenters: John McCormick, Court Services Supervisor, Nevada Supreme Court Administrative Office of the Courts; Gail Anderson, Administrator, Real Estate Division, Department of Business and Industry; Dave Ziegler, Supervising Principal Research Analyst, Research Division, LCB; Nicolas Anthony, Senior Principal Deputy Legislative Counsel, Legal Division, LCB; and Melinda Martini, Principal Research Analyst, Research Division, LCB **Presenters' Biographies | Handouts**

Presession Orientation Program for New Legislators 2012

Briefings on Selected Policy Issues

Thursday, December 13, 2012

Location: Room 4401, Grant Sawyer State Office Building, Las Vegas, Nevada; and Room 3137, Legislative Building, Carson City, Nevada; and videoconferenced to Great Basin College, Room 124, Greenhaw Technical Arts Building, 1500 College Parkway, Elko, Nevada.

9:00 a.m.—Education: Public K-12

As a topic, public education draws a significant amount of attention during the legislative session in both the policy committees and the budget committees. Legislative staff will provide a brief overview of key features of the elementary-secondary policy and program report. The Superintendent of Public Instruction will then provide a briefing about K-12 education in Nevada, including issues involving governance, school district personnel, graduation rates, selected state rankings, and state-funded categorical programs.

Presenters: James W. Guthrie, Ph.D., Superintendent of Public Instruction; Pepper Sturm, Chief Deputy Research Director, Research Division, Legislative Counsel Bureau (LCB) **Presenters' Biographies | Handouts**

10:30 a.m.—Education: Higher Education

Higher education is increasingly viewed as a key factor in a state's overall health. College graduates provide the expertise that drives economic development, while they also tend to be less dependent on the social safety net. Legislative staff will provide a brief overview of higher education in Nevada. The Chancellor will then provide a briefing about the Nevada System of Higher Education, including structure and governance, strategic initiatives, and proposed changes to the State funding formula.

Presenters: Daniel J. Klaich, Chancellor, Nevada System of Higher Education; Todd Butterworth, Senior Research Analyst, Research Division, LCB **Presenters' Biographies | Handouts**

1:15—Taxes

An overview of the functions and responsibilities of the Department of Taxation with respect to State and local taxation will be provided during this session. Legislators will also receive information on the Economic Forum's Forecast of General Fund Revenues for Fiscal Year (FY) 2013, FY 2014, and FY 2015, approved by the Forum on November 30, 2012, with the focus on the State's major General Fund revenue sources. Legislators will learn about the tax changes approved by the 2011 Legislature (set to sunset in 2013), and their relation to the Economic Forum's Forecast for FY 2014 and FY 2015.

Presenters: Christopher G. Nielsen, Executive Director, Department of Taxation; Russell J. Guindon, Principal Deputy Fiscal Analyst, Fiscal Analysis Division, LCB; Michael Nakamoto, Deputy Fiscal Analyst, Fiscal Analysis Division, LCB; Joe Reel, Deputy Fiscal Analyst, Fiscal Analysis Division, LCB **Presenters' Biographies | Handouts**

2:45—Transportation

In this session, the Departments of Motor Vehicles (DMV) and Transportation (NDOT) will provide a brief overview of their Departments and review current transportation issues. Meet the new Director of DMV and his staff, as they discuss self-service kiosks, web-based service improvements, veteran's exemptions, the Nevada Live program, the fair share initiative, and the new off-highway vehicle program. Presenters from NDOT will discuss the Department's legislative outreach plan, toll roads, public-private partnerships, road relinquishments, transportation's role in economic development, the construction manager at risk (CMAR) program, federal funding update, and safety initiatives including the Zero Fatalities campaign.

Presenters: Troy L. Dillard, Director, DMV; Nancy Wojcik, Administrator, Field Services Division, DMV; Deborah Cook, Administrator, Administrative Services Division, DMV; Rudy Malfabon, Director, NDOT; Bill Hoffman, Deputy Director, NDOT; Jered McDonald, Senior Research Analyst, Research Division, LCB; and Jennifer Ruedy, Senior Research Analyst, Research Division, LCB **Presenters' Biographies | Handouts**

Monday, January 14, 2013

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|-----------------------|---|
| 8:15 a.m.—8:45 a.m. | Breakfast—Welcome and Preview—Room 3100 <ul style="list-style-type: none"> • Rick Combs, Director, Legislative Counsel Bureau (LCB) |
| 8:45 a.m.—9:00 a.m. | Break |
| 9:00 a.m.—11:00 a.m. | Public Policy and the Legislature—Room 4100 <ul style="list-style-type: none"> • Larry Gerston, Ph.D., San Jose State University Handout |
| 11:00 a.m.—11:30 a.m. | Break |
| 11:30 a.m.—1:00 p.m. | Luncheon and Panel Discussion: Being an Effective Legislator—Room 3100 <ul style="list-style-type: none"> • Former Speaker of the Assembly
Barbara E. Buckley • Former Senator Randolph J. Townsend |
| 1:00 p.m.—1:30 p.m. | Break |
| 1:30 p.m.—5:30 p.m. | Negotiation and Consensus Building—Room 2144 <ul style="list-style-type: none"> • David Landis, Former Nebraska State Senator Handout |

Tuesday, January 15, 2013

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|---------------------|---------------------|
| 8:00 a.m.—8:30 a.m. | Breakfast—Room 3100 |
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- 8:30 a.m.—8:45 a.m. Break
- 8:45 a.m.—9:00 a.m. 120-Day Calendar—Room 4100
- Rick Combs, Director, Legislative Counsel Bureau (LCB)
- 9:00 a.m.—10:30 a.m. The Paper Chase: How a Bill Becomes a Law, Process and Content—Room 4100
- Rick Combs, Director, LCB
- Research Division, LCB
- Susan Scholley, Chief Principal Research Analyst **Handout**
 - Michael Stewart, Chief Principal Research Analyst **Handout**
- 10:30 a.m.—10:45 a.m. Break
- 10:45 a.m.—11:30 a.m. Beyond Google: Quality Research for Policy Decisions—Room 4100
- Research Division, LCB
- H. Pepper Sturm, Chief Deputy Research **Handout**
- 11:30 a.m.—1:00 p.m. Luncheon and Program: Practical Advice on Legislating—Room 4100
- Returning Legislators and Former Legislators
- 1:00 p.m.—1:15 p.m. Break
- 1:15 p.m.—2:00 p.m. Budget Process and Revenue Forecasts—Room 4100
- Fiscal Analysis Division, LCB **Handout**
- Mark Krmpotic, Senate Fiscal Analyst
 - Cindy Jones, Assembly Fiscal Analyst
 - Russell J. Guindon, Principal Deputy Fiscal Analyst
- 2:00 p.m.—2:30 p.m. Fiscal Notes—Room 4100
- Fiscal Analysis Division, LCB
- Michael Nakamoto, Deputy Fiscal Analyst **Handout**
- 2:30 p.m.—2:45 p.m. Break
- 2:45 p.m.—3:30 p.m. Working with Constituents—Room 4100—

Room 4100

Research Division, LCB

- Paul Mouritsen, Manager, Constituent Services Unit (CSU)
 - Beverly Mobley, Assistant Manager, CSU
 - Kay Graves, Research Analyst, CSU
- Handout**

- 3:30 p.m.—4:00 p.m. Working with the Media—Room 4100
- Robert D. Fisher, President and Chief Executive Officer, Nevada Broadcasters Association
 - Barry Smith, Executive Director, Nevada Press Association
- 4:00 p.m.—4:30 p.m. Working with Lobbyists—Room 4100
- Michael Hillerby, Director of Legislative Affairs, Kaempfer Crowell Renshaw Groanauer & Fiorentino
 - Randy Robison, Director of State Legislative Affairs, CenturyLink
- 4:30 p.m.—4:45 p.m. Announcements
- 5:30 p.m.—8:00 p.m. Reception, Plaza Event Center
211 East Ninth Street, Carson City

Wednesday, January 16, 2013

- 7:30 a.m.—8:00 a.m. Breakfast—Foyer, State Printing Office—301 South Stewart Street
- 8:00 a.m.—9:30 a.m. NELIS Training for New Legislators—Training Room, State Printing Office
- Information Technology Services Unit Staff, Legislative Counsel Bureau (LCB)
- 9:30 a.m.—10:00 a.m. Break
- 10:00 a.m.—12:00 noon *Time Management—Room 1214
- Introduction—Senator Kelvin Atkinson, 2012-2013 Chair, Council of State Governments-West
 - Kevin Stacey, TrainRight Inc., WESTRAIN Speakers Bureau, Council of State Governments-West
- Handout**
- 12:00 noon—1:00 p.m. Lunch (Individual Responsibility)

- 1:00 p.m.—2:00 p.m. *Acting Ethically in the Legislative Environment—Room 1214
- Introduction—Senator Debbie Smith, 2012-2013 Vice President, National Conference of State Legislatures (NCSL)
 - Peggy Kerns, Director, Center for Ethics in Government, NCSL **Handouts**
- 6:00 p.m. State of the State Address—Assembly Chamber
- Governor Brian Sandoval

* open to all legislators

Thursday, January 17, 2013

8:00 a.m.—8:30 a.m. Breakfast—Room 3100

Mock Committee Hearings and Mock Floor Sessions—Part I

- 8:30 a.m.—12:00 noon Assembly Rules and Procedures—Assembly Chamber
Assembly Mock Committee Hearings—Room 4100
Mock Floor Session—Assembly Chamber
- Susan Furlong, Chief Clerk of the Assembly
 - Invited Returning Legislators
- 10:00 a.m.—12:00 noon Senate Rules and Procedures—Senate Chamber
Senate Mock Committee Hearings—Room 1214
Mock Floor Session—Senate Chamber
- David Byerman, Secretary of the Senate
 - Invited Returning Legislators
- 12:00 noon—1:00 p.m. Lunch
- Senate Caucus Room
Assembly Caucus Room

Mock Committee Hearings and Mock Floor Session—Part II

- 1:00 p.m.—5:00 p.m. Assembly Mock Committee Hearings—Room 4100
Mock Floor Session—Assembly Chamber
- Susan Furlong, Chief Clerk of the Assembly

LEGISLATIVE ORGANIZATIONAL SESSION

Under Constitution and Statute

FIRST DAY - MONDAY, DECEMBER 3, 2012

- 9:00 a.m. Freshmen legislators meet in the Brynhild Haugland Room for presentations on the following topics:
- Legislative Council services to legislators (15 minutes)
 - Division of powers and duties among the three branches of government - Responsibilities of the legislative branch (20 minutes)
 - Legislative branch structure - Committees, officers, employees (10 minutes)
- 10:00 a.m. Affiliated organizations
- Council of State Governments (10 minutes)
 - Midwest Council of State Governments (10 minutes)
 - National Conference of State Legislatures (15 minutes)
 - Midwestern Higher Education Commission (20 minutes)
 - Western Interstate Commission for Higher Education (15 minutes)
 - Education Commission of the States (15 minutes)
- 9:00 a.m. Computer training session for returning legislators in the Roughrider Room. The session is 90 minutes in length and is limited to 40 legislators. Signup is at the Legislative Council reception desk. Training includes a refresher on the new laptop/tablet computers and Legislator's Automated Work Station system (LAWS), e-mail quota and archive, and remote desktop support.
- 1:00 p.m. Senate and House convene in respective chambers

Order of Business

Senate

1. Call to order by the Lieutenant Governor
2. Prayer by Pastor _____, Bismarck
3. Certification of members by Secretary of State
4. Roll call
5. Justice Dale Sandstrom administers Oath of Office to newly elected members
6. Explanation and distribution of legislators' packets and other materials - *Jay E. Buringrud, Legal Services Division Director, Legislative Council*

House

1. Call to order by Representative David Drovdal (See NDCC Section 54-03-04)
2. Prayer by Pastor _____, Bismarck
3. Certification of members by Secretary of State
4. Roll call
5. Justice Carol Ronning Kapsner administers Oath of Office to newly elected members
6. Explanation and distribution of legislators' packets and other materials - *Jim W. Smith, Director, Legislative Council*

1:45 p.m. Recess

- 2:00 p.m. Caucuses of respective parties for discussion of organizational matters in assigned rooms:
- Senate Majority - Fort Totten Room
 - Senate Minority - Fort Lincoln Room
 - House Majority - Brynhild Haugland Room
 - House Minority - Prairie Room

2:20 p.m. Senate and House reconvene

Senate

7. Election of Secretary of the Senate
8. Election of Journal Reporter
9. Election of Sergeant-at-Arms
10. Lieutenant Governor administers Oath of Office to Secretary of the Senate, Journal Reporter, and Sergeant-at-Arms
11. Election of President Pro Tempore
12. Adoption of temporary rules
13. Selection of seats

House

7. Election of Chief Clerk of the House
8. Election of Journal Reporter
9. Election of Sergeant-at-Arms
10. Former Speaker administers Oath of Office to Chief Clerk of the House, Journal Reporter, and Sergeant-at-Arms
11. Election of Speaker and administration of Oath of Office by former Speaker
12. Adoption of temporary rules
13. Selection of seats

14. Appointment of procedural committees:
 - a. Temporary committee to inform Governor and House that Senate is organized (3)
 - b. Committee on Committees (8)
 - c. Delayed Bills (5)
 - d. Committee Rooms (3)
 - e. Employment (5)
 - f. Correction and Revision of the Journal (3)
 - g. Rules (9)
 - h. Inaugural Planning (3)
14. Appointment of procedural committees:
 - a. Temporary committee to inform Governor and Senate that House is organized (3)
 - b. Committee on Committees (11)
 - c. Delayed Bills (5)
 - d. Committee Rooms (3)
 - e. Employment (5)
 - f. Correction and Revision of the Journal (5)
 - g. Rules (7)
 - h. Inaugural Planning (3)
15. Committee and administrative announcements
 - a. Each legislator must meet with photographer for taking official photograph before adjournment.
 - b. Returning legislators assigned notebook computers can sign up for training courses scheduled for Tuesday. Signup lists at Legislative Council reception desk.
- 3:00 p.m. Adjournment until 9:00 a.m. Tuesday
- 3:15 p.m. Meeting of Rules and Employment Committees of each house in announced committee rooms
Meeting of Senate Committee on Committees and House Committee on Committees
Meeting of any other committee at the call of the chairman as announced prior to recess
- 3:15 p.m. Computer distribution and training session for new legislators in the Roughrider Room. The session is two hours in length and is limited to 10 legislators. Signup is at the Legislative Council reception desk. The session includes laptop computer distribution, review of policies governing computer use, and training on software applications used by legislators, including LAWS. Tablet computer training for new legislators will be held separately after adjournment.

SECOND DAY - TUESDAY, DECEMBER 4, 2012

- 9:00 a.m. Reconvene in respective chambers
Prayer by chaplain
Senate - Pastor _____, _____, Bismarck
House - Chaplain _____, _____, Bismarck
Roll call and announcements
- 9:10 a.m. **Joint Session - House Chamber**
Report of findings and recommendations of committees by the Chairman of the Legislative Management and the Director of the Legislative Council
Presentation by Representative Lawrence R. Klemin, North Dakota Commission on Uniform State Laws, regarding uniform state laws
- 10:15 a.m. Recess
- 10:30 a.m. Freshmen legislators meet in the Brynhild Haugland Room for presentations and a question and answer session on the legislative process:
 - Explanation of legislative rules (15 minutes)
 - Explanation of daily routine of the House and Senate - Floor procedures, orders of business, "carrying" bills (15 minutes)
 - Explanation of procedure bill follows to become law - Introduction, hearings, amendment, crossover, conference committee, final passage, presentation to Governor (15 minutes)
 - Prefiling of bills (5 minutes)
- 10:30 a.m. Computer training session for returning legislators in the Roughrider Room. The session is 90 minutes in length and is limited to 40 legislators. Signup is at the Legislative Council reception desk. Training includes a refresher on the new laptop/tablet computers and LAWS, e-mail quota and archive, and remote desktop support.
- 10:30 a.m. Tablet computer training for returning legislators in the Harvest Room. The session will be 90 minutes in length and is limited to 15 legislators. Signup is at the Legislative Council reception desk. This training is similar to the original tablet computer training provided to legislators when they received their tablet computer.

1:15 p.m. Senate and House reconvene in respective chambers

Senate Legislative Ethics Session

1. President announces that discussion will be of joint rules on legislative ethics
2. Presentation on legislative ethics and laws and rules governing the activities and conduct of public officials - *Jay E. Buringrud, Legal Services Division Director, Legislative Council*
3. Remarks on legislative ethics - Majority Leader
4. Remarks on legislative ethics - Minority Leader

House Legislative Ethics Session

1. Speaker announces that discussion will be of joint rules on legislative ethics
2. Presentation on legislative ethics and laws and rules governing the activities and conduct of public officials - *Jim W. Smith, Director, Legislative Council*
3. Remarks on legislative ethics - Majority Leader
4. Remarks on legislative ethics - Minority Leader

2:15 p.m. Adjournment until 8:30 a.m. Wednesday

Caucuses of respective parties for discussion of legislative rules amendments:

Senate Majority - Fort Totten Room
Senate Minority - Fort Lincoln Room
House Majority - Brynhild Haugland Room
House Minority - Prairie Room

Meetings of committees at call of the chairmen

2:45 p.m. Legislators not otherwise occupied meet in the Brynhild Haugland Room for presentations on the purpose and use of legislative documents:

- Bills, resolutions, amendments (committee reports), Session Laws, and North Dakota Century Code (20 minutes)
- Calendars, journals, bill status reports, fiscal notes (10 minutes)
- Budget status reports and executive budget report (10 minutes)
- Committee minutes, Legislative Management reports - Legislative Council's library and records (10 minutes)

2:45 p.m. Computer training session for returning legislators in the Roughrider Room. The session is 90 minutes in length and is limited to 40 legislators. Signup is at the Legislative Council reception desk. Training includes a refresher on the new laptop/tablet computers and LAWS, e-mail quota and archive, and remote desktop support.

2:45 p.m. Tablet computer training for returning legislators in the Harvest Room. The session will be 90 minutes in length and is limited to 15 legislators. Signup is at the Legislative Council reception desk. This training is similar to the original tablet computer training provided to legislators when they received their tablet computer.

THIRD DAY - WEDNESDAY, DECEMBER 5, 2012

8:30 a.m. Call to order in respective chambers

Prayer by chaplain

Senate - Chaplain _____, _____, Bismarck

House - Pastor _____, _____, Bismarck

Roll call

Recess

8:40 a.m. Caucuses of respective parties for discussion of committee assignments:

Senate Majority - Fort Totten Room
Senate Minority - Fort Lincoln Room
House Majority - Brynhild Haugland Room
House Minority - Prairie Room

9:10 a.m. Reconvene

Committee reports (including announcements of standing committee appointments)
Selection and administration of oath of any officer not selected on Tuesday
Adoption of permanent rules
All other unfinished business
Announcements

9:40 a.m. Recess

9:55 a.m. Reconvene in House chamber

10:00 a.m. Joint Session - House Chamber

Presentation by the Governor of the executive budget and revenue proposals

10:45 a.m. Adjourn

11:00 a.m. Budget Section convenes in Senate chamber

12:00 noon Computer distribution and training session for new legislators in the Roughrider Room. The session is two hours in length and is limited to 10 legislators. Signup is at the Legislative Council reception desk. The session includes laptop computer distribution, review of policies governing computer use, and training on software applications used by legislators, including LAWS. Tablet computer training for new legislators will be held separately after adjournment.

12:00 noon Tablet computer distribution/training for new and returning legislators in the Harvest Room. The session will be two hours in length and is limited to 15 legislators. Signup is at the Legislative Council reception desk.

2:30 p.m. Computer distribution and training session for new legislators in the Roughrider Room. The session is two hours in length and is limited to 10 legislators. Signup is at the Legislative Council reception desk. The session includes laptop computer distribution, review of policies governing computer use, and training on software applications used by legislators, including LAWS. Tablet computer training for new legislators will be held separately after adjournment.

2:30 p.m. Tablet computer distribution/training for new and returning legislators in the Harvest Room. The session will be two hours in length and is limited to 15 legislators. Signup is at the Legislative Council reception desk.

NOTE: The Budget Section will meet in the Senate chamber to receive detailed information regarding the executive budget and conduct other business on Wednesday morning at 11:00 a.m. and is scheduled to adjourn by 4:30 p.m. on Wednesday. All legislators named to the Appropriations Committees, the Majority and Minority Leaders and their assistants, and the Speaker of the House serve on the Budget Section. Other legislators also may attend the Budget Section meeting.

AGENDA

NEW LEGISLATOR ORIENTATION

UTAH LEGISLATURE

Session One ▪ **Monday, December 3, 2012** ▪ 7:30 a.m. ▪ Room C445 State Capitol

Approx Times

7:30 a.m. Registration / Continental Breakfast

Moderators for today's program: Senator Stuart Adams and Representative Don Ipson

8:00 a.m. Welcome & Introductions of Newly-elected Legislators and Spouses

- President-elect Wayne Niederhauser, Utah State Senate
- Speaker Rebecca Lockhart, Utah House of Representatives

8:15 a.m. Leadership Perspectives on Serving in the Utah Legislature

- President-elect Wayne Niederhauser, Utah Senate
- Speaker Rebecca Lockhart, Utah House of Representatives

9:00 a.m. Introduction of Directors and Key Staff

- Mr. Michael E. Christensen, Director, OLRGC
- Mr. John L. Fellows, General Counsel, OLRGC
- Mr. Jonathan Ball, Legislative Fiscal Analyst, LFA
- Mr. John Schaff, Auditor General, LAG
- Ms. Sandy Tenney, Chief Clerk of the House of Representatives
- Mr. Joe Pyrah, Chief Deputy of the House of Representatives
- Ms. Leslie McLean, Secretary of the Senate
- Mr. Ric Cantrell, Chief of Staff, Utah Senate
- Ms. Janice Gadd, Supervisor, Legislative Printing and Bill Room

9:30 a.m. Legislative Intern Program

- Mr. Jerry Howe, Managing Policy Analyst, OLGRC
- Mr. Nathan Brady, Policy Analyst, OLRGC
 - Q&A regarding Intern Program

10:10 a.m. Break (*Spouses move to Senate Majority Caucus Room for Spouses' Program - located just east of the Senate Main office on the Third Floor of the Capitol.*)

10:20 a.m.

Legislative Ethics

- Mr. John L. Fellows, General Counsel, OLRGC
- Ms. Emily Brown, Associate General Counsel, OLRGC
 - Legislative Ethics
 - Legislative Campaign Finance
 - Requirements Governing Lobbying Activities

11:10 a.m.

Budget, Tax, and Federal Funding Issues

- Mr. Jonathan Ball, Legislative Fiscal Analyst

12:00 noon

Lunch (Capitol Board Room - room 240)

Enjoy lunch networking with newly-elected members of both Chambers.

1:00 p.m.

Funding: Fiscal Notes and the Appropriations Process (Rm C445)

- Mr. Jonathan Ball, Legislative Fiscal Analyst
 - Executive Appropriations Committee
 - Role of Appropriations Subcommittees
 - Fiscal Note Process
 - Appropriations Requests

2:00 p.m.

Step-by-Step Process of Preparing a Bill / How a Bill Becomes Law

- Mr. Michael E. Christensen, Director, OLRGC
- Mr. John L. Fellows, General Counsel, OLRGC

2:45 p.m.

Committee Procedures, Rules, & Motions-Mock Committee Meeting

- Mr. Jerry Howe, Managing Policy Analyst, OLRGC
- Mr. John L. Fellows, General Counsel, OLRGC

4:30 p.m.

Tour of the Capitol (optional)

Speaker Becky Lockhart will lead a 30-minute tour of the State Capitol. She is a trained Capitol docent.

Those interested in taking the tour, meet in C445 no later than 4:30 p.m.

HOUSE AGENDA

NEW LEGISLATOR ORIENTATION

UTAH LEGISLATURE

Session Two ▪ Thursday, January 10, 2013 ▪ 8:00a.m. ▪ Room C445 State Capitol

Approx Times

8:00 a.m. Registration / Continental Breakfast *(Room C445)*

8:10 a.m. Welcome

- President-elect Wayne Niederhauser, Utah State Senate
- Speaker Rebecca Lockhart, Utah House of Representatives

8:30 a.m. What I Wish I Had Known *(Room C445)*

3 current / re-elected Senators (two - long-serving; one - end of first term)
3 current / re-elected Representatives
(Two - long-serving; one - end of first term)
To be assigned by President and Speaker.

10:00 a.m. Break

10:15 a.m. Working with Legislative Staff

*Locations: Room C445 - Standing Committees
Room C450 - Appropriations Subcommittees*

- Mr. Michael E. Christensen, Director, OLRGC - Standing Committee Staffs
- Mr. Jonathan Ball, Legislative Fiscal Analyst - Appropriations Comm. Staffs
- Legislative Staff Teams

Legislators will meet and be briefed by the staff of standing and appropriations committees on which they will serve.

11:30 a.m. Overview of Legislative Audit Process *(Room C445)*

- Mr. John Schaff, Legislative Auditor General

11:45 a.m. Lunch *(Capitol Board Room - room 240)*

15 minute remarks: Senate & House Majority Leaders
15 minute remarks: Senate & House Minority Leaders

1:00 p.m. Internal Procedures (House Chamber)

Internal Procedures training will include training from the Chief Clerk on: compensation, benefits (insurance and retirement); Chamber rules and protocol, and a demonstration of the voting system and microphones.

- Ms. Sandy Tenney, Chief Clerk
- Mr. Joe Pyrah, Chief Deputy of the House
- Ms. Kathy Jackson, House Administrative Assistant
- Ms. Emily Bergeson, Majority Leadership Admin. Assistant
- Ms. Jen Jankowski, Minority Caucus Admin. Assistant
- House IT Staff

2:00 p.m. House Computer Training (Room C415)

Components of the computer training will include laptop use agreement, bill browser, email, passwords, network logon, internet, intranet, instant messaging, security issues, legislative website, and more.

- House IT staff

4:15 p.m. Introduction to Legislative Technology (Room C415)

- Mr. Doug Farr, Cell Phone Specialist, OLRGC
- Mr. Chris Calcut, Legislative Information Technology, OLRGC

5:00 p.m. Wrap-up Remarks (Room C415)

- Speaker Rebecca Lockhart, UT House of Representatives

3:00pm

Break

- Refreshments available in House Break Room
- A photographer will be in the Basement Conference Room to take your official legislative portrait

3:15pm

Reflections: Small Group Role Playing

- Break out into small groups to consider sample ethics dilemmas and report back to full group

Role of the Individual Legislator: Practical Advice

4:00pm

Second Time Around Roundtable: What I Know Now That I Wish I Had Known Then ... Advice From Sophomores

Senator Chris Rothfuss, Moderator

Senator Ogden Driskill

Representative John Eklund

Representative Norine Kasperik

- What I learned as a freshman
- What I know now that I wish I knew then
- Practical advice for freshmen

4:30pm

Second Time Around: Small Group Breakout with Sophomores

- Sophomores meet with freshmen in small groups to answer your questions about being the "new kid"

5:00pm

Questions, Overview of Next Day and Adjournment

- You can take your official legislative portrait in Basement Conference Room until 5:30pm

PROGRAM PREPARED BY THE
WYOMING LEGISLATIVE SERVICE OFFICE

Wyoming Legislature

NEW MEMBER ORIENTATION



Orientation Session One

YOUR ROLE in the

WYOMING LEGISLATURE

Thursday, December 13, 2012
House of Representatives Chamber
Wyoming State Capitol
Cheyenne, Wyoming

THURSDAY, DECEMBER 13, 2012

Welcome and Introductions

8:00am Meet and Greet Fellow Legislators

All Legislator Faculty

- Refreshments available in House Break Room
- Overview of the purpose of orientation
- Making yourself comfortable
- Icebreaker

Welcome to The Wyoming Legislature

9:00am Keynote: Your Challenge Now

Pete Simpson, Former Wyoming Legislator

9:30am Welcome to the Club

Senator Tony Ross

Representative Tom Lubnan

Senator Chris Rothfuss

Representative Mary Throne

- Transition from campaigning to governing

10:00am

Break

- Refreshments available in House Break Room
- A photographer will be here to take your official portrait in Basement Conference Room

10:15am

Putting the Wyoming Legislature in Context

Kae Warnock, National Conference of State Legislatures

- How Wyoming's Legislature compares to other states

10:30am

Organization of the Wyoming Legislature

Senator Tony Ross

Representative Tom Lubnan

- Legislative leadership positions and roles
- Role of Management Council
- Organization of Senate and House
- Standing committees and committee organization

Organization of the Wyoming Legislature's Staff

Mark Quiner, LSO Assistant Director

- Organization of the Legislative Service Office

Diana Williamson, Senate Chief Clerk

Patricia Benskin, House Chief Clerk

- Organization of the session staff

Time to Get Your Bearings

11:15am

Tour of Capitol and Orientation to Capitol Complex

Senator Tony Ross

Representative Tom Lubnan

Wendy Madsen and Anthony Sara, LSO

- Tour of Chambers and committee rooms
- Tour of Legislative Service Office facilities
- Location of agencies in the Capitol Complex
- Herschler parking garage

12:00pm

Lunch

- Local restaurant ideas
- A photographer will be here to take your official portrait in Basement Conference Room

Role of the Individual Legislator: Ethical Decisions

1:30pm

Personal Conduct

Mark Quiner, LSO Assistant Director for Administration

- Wyoming's ethics and conflict of interest laws
- Management Council's anti-discrimination policy

2:00pm

Reflections: Being Ethical in Today's Legislature

Peggy Kerns, National Conference of State Legislatures

Natalie Wood, National Conference of State Legislatures

Representative Tom Lubnan

Representative Mary Throne

Mark Quiner, LSO Assistant Director for Administration

- Why ethics matters
- Context for a citizen legislature
- Using values to guide decision making
- Reflections video discussion

External Research and Professional

Development Services and Resources

3:00pm

Organizations to which the Wyoming Legislature Belongs
Representative Rosie Berger, 2012 CSG-West Chair
and NCSL Executive Committee Member

3:15pm

Services of the National Conference of State Legislatures
Kae Warnock, National Conference of State Legislatures

3:45pm

Services Provided by Council of State Governments
Rich Lindsey, Council of State Governments

4:00pm

Resources Available from the Wyoming State Library
Jamie Markus, Wyoming State Library

- State documents
- Online resources through WYLD
- Research assistance available

Electronic Resources

4:15pm

Electronic Resources
Jamie Schaub, Information Technology Manager
Randi Todd, Software Developer
Patty Wells, Information Technology Specialist
Drew Reutlinger, Associate Software Developer

- Overview of Legislature's Website
- Using the Legislature's Website statute database
- Accessing your legislative email account through the Internet
- Discussion of laptop distribution in January

5:00pm

Questions, Overview of Next Day, and Adjournment

PROGRAM PREPARED BY THE
WYOMING LEGISLATIVE SERVICE OFFICE

Wyoming Legislature **NEW MEMBER ORIENTATION**



Orientation Session Two **RESOURCES to HELP YOU** **and EXTERNAL RELATIONS**

Friday, December 14, 2012
House of Representatives Chambers
Wyoming State Capitol
Cheyenne, Wyoming

FRIDAY, DECEMBER 14, 2012

Overview of Previous Day

8:00am

Questions and Thoughts from Previous Day

All Legislator Faculty

- Refreshments available in House Break Room
- Icebreaker

Promoting the Wyoming Legislature Externally

8:30am

Keynote: The Legislative Branch—It Works!

Karl Kurtz, Trust for Representative Democracy, NCSL

Services Provided by the Legislative Service Office

9:00am

Legal Services

Dave Gruver, Legislative Counsel

Budget/Fiscal Services

Don Richards, Budget and Fiscal Manager

School Finance Services

Dave Nelson, School Finance Manager

Program Evaluation

Gerry Hoppmann, Program Evaluation Manager

General Research Services

Matt Sackett, General Research Manager

Computer Services

Jamie Schaub, Information Technology Section Manager

Public Outreach Services

Wendy Madsen, Legislative Information Officer

10:15am

Break

- Refreshments available in House Break Room
- Take your portrait in Basement Conference Room
- Official legislative pins available for purchase

10:30am

Services Available from Interns and Aides

Lavonda Kopsa, Intern Coordinator

- Different types of interns and aides
- Types of duties appropriate for interns and aides
- Role of LSO in supervising interns and aides
- Honorary Page Program in the House

Helping You Manage Your Legislative Life

10:45am

A Little Bit of Housekeeping

Dan Pauli, LSO Director

Kathy Barrett, LSO Fiscal Officer

Patty Benskin, House Chief Clerk

Peggy Nighswonger, Secretary of State's Office

11:45am

Lunch

- Freshman Class photograph—Capitol Steps (If weather is bad, inside Rotunda, East staircase)
- Take your official portrait in the Basement Conference Room

Working with External Entities

1:15pm

Roundtable: Working With the Media

Senator Chris Rothfuss

Representative Kermit Brown

Representative Mary Throne

Wendy Madsen, Legislative Information Officer

Joan Barron, Casper Star-Tribune

Robert Geha, KGWN News Channel 5

Amy Richards, Townsquare Media

▪ Management Council Media Policy

2:00pm

Roundtable: Working With Lobbyists

Senator Ross

Representative Lubnan

Jody Levin, Capitol Club Officer

Mike Moser, Capitol Club Officer

Greg Schaefer, Capitol Club Officer

- Types of lobbyists
- The role and services of lobbyists
- Information about the Capitol Club

2:45pm

Break with Governor Mead in Governor's Formal Office

New members will be welcomed to the Capitol by Governor Mead in the Governor's Formal Office

Honorable Governor Matthew Mead

2:30pm

Bill Drafting

Dave Gruver, Legislative Counsel

- Requesting a bill draft
- From request to numbered bill
- Confidentiality of bill drafts

3:00pm

Bill Processing

Debie Child, Bill Processing Supervisor

- Procedural issues related to bill drafting

3:15pm

Break

- Refreshments available in House Break Room

3:30pm

Fiscal Notes

Dean Temte, Senior Fiscal Analyst

- Non-administrative fiscal impact
- Administrative fiscal impact

4:00pm

Roundtable: Strategies to Get Your Bill Passed

Senator Tony Ross

Representative Tom Lubnan

Senator Phil Nicholas

Senator Chris Rothfuss

- Role of co-sponsors
- How to make a case for your idea
- Tips to get your bill through committee
- Strategies for getting it through the opposite house

Preparation for January

4:30pm

Overview of January Sessions of Orientation

Representative Tom Lubnan

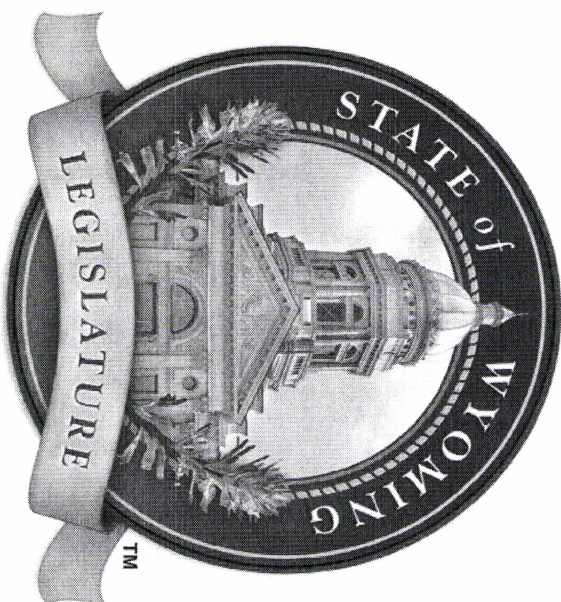
- Mock session packet
- Legislative rules "homework"
- What to expect in January
- Session dress code
- Information about swearing-in ceremonies

4:45pm

Questions and Adjournment

**PROGRAM PREPARED BY THE
WYOMING LEGISLATIVE SERVICE OFFICE**

Wyoming Legislature NEW MEMBER ORIENTATION



Orientation Session Three STRUCTURE of the LAW and BILL DRAFTING PROCEDURES

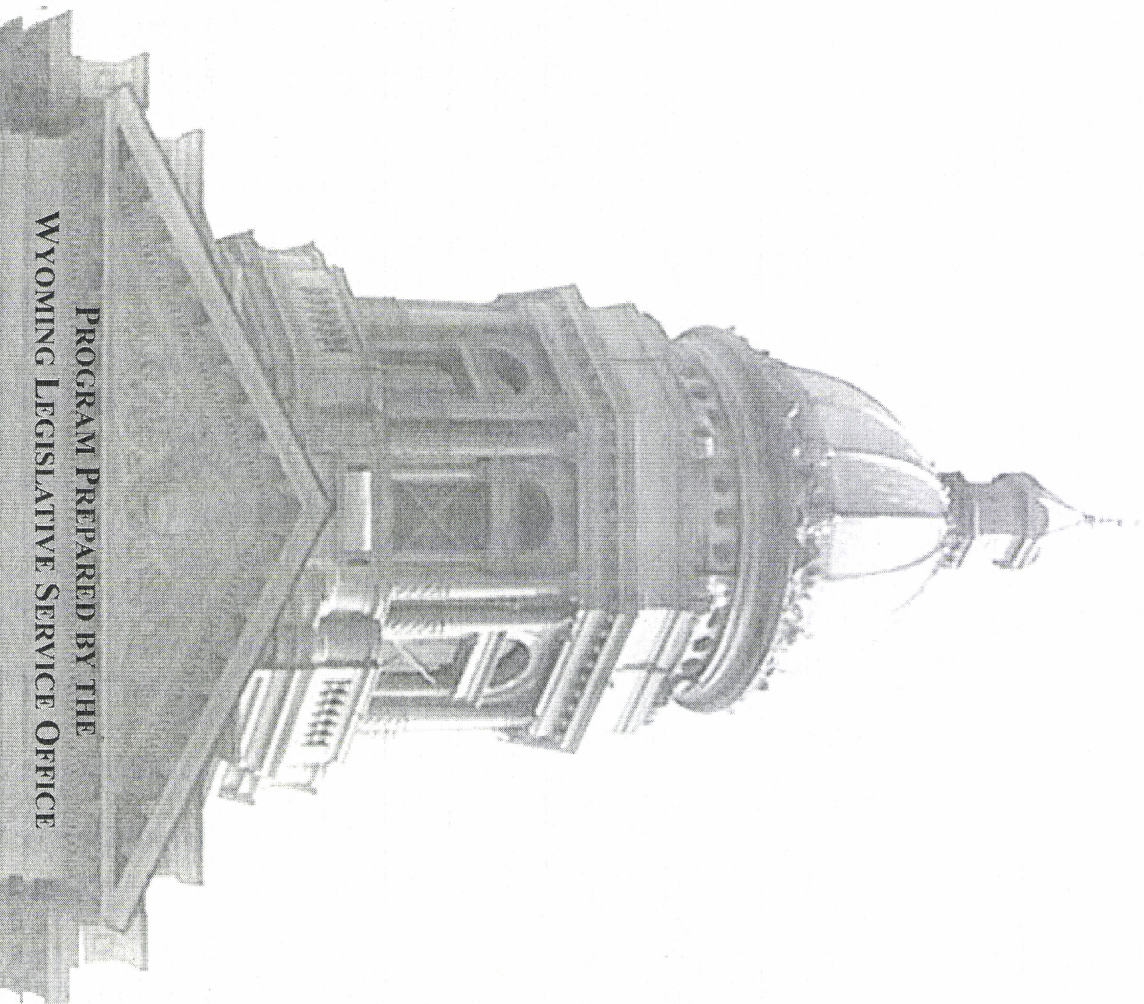
Saturday, December 15, 2012
House of Representatives Chamber
Wyoming State Capitol
Cheyenne, Wyoming

Wyoming Legislature
NEW MEMBER ORIENTATION



Orientation Session Four
**GOVERNMENT ORGANIZATION
EDUCATION FUNDING
REVENUE and BUDGET ISSUES**

Thursday, January 3, 2013
House of Representatives Chamber
Wyoming State Capitol
Cheyenne, Wyoming



**PROGRAM PREPARED BY THE
WYOMING LEGISLATIVE SERVICE OFFICE**

THURSDAY, JANUARY 3, 2013

Legislative Laptop Distribution

8:00am

- Distribution of Legislative Laptops
- LSO Information Technology Staff*
- How to log on to your laptop
- Overview of your laptop
- How to log on to Outlook on your laptop

Show Me the Money

11:45am

Lunch

1:00pm

- State Tax Structure
- Mark Quiner, LSO Assistant Director for Administration*
- Matt Sackett, Research Manager*

1:30pm

- State Budgeting Process
- Don Richards, LSO Budget and Fiscal Section Manager*
- Legislative authority
- Budgeting principles
- Governor's responsibility
- Joint Appropriations Committee (JAC) role
- Budget bill process (mirror bills)
- Budget terms
- What's in and what's not

Organization of the Judicial and Executive Branch

8:45am

- Organization of the Judicial Branch
- Justice Barton Voigt, Wyoming Supreme Court*
- Joann Odendahl, Supreme Court Administrator*
- Supreme Court
- District courts
- Circuit courts

9:15am

- Organization of the Executive Branch
- Dave Gruver, Legislative Counsel*
- Cabinet-level agencies
- Separate operating agencies
- Boards and commissions
- Quasi-governmental entities
- Elected officials

3:00pm

- Historical Revenues and Expenditures
- Revenues vs. appropriations
- Major expenditure categories
- Standard budget

9:45am

- Break
- Refreshments available in House Break Room

3:15pm

- Break
- Refreshments available in House Break Room

K-12 Education Issues

10:00am

- Understanding the Legislator's Role in Education
- Dave Nelson, School Finance Manager*
- Tania Hytrek, Staff Attorney*
- Matt Willmarth, School Finance Analyst*
- K-12 Overview
- K-12 School Finance
- Capital Construction
- School Foundation Program Account, CapCon Account, Fiscal Profile
- Education Accountability

5:00 p.m.

- 2013 Supplemental Budget
- Supplemental request
- Reductions, reorganization, and exceptions
- Questions and Adjournment
- Reminder to review rules "homework"

Managing Your Time and Workload During Session

4:30pm

Roundtable: Practical Advice on How to Juggle it All

Senators Ross and Nicholas

Representatives Lubnau and Throne

- Getting (and staying) organized
- Time management during session
- Managing your workload during session
- Managing life back home
- Staying healthy when it's go-go-go
- Working with constituents during session

5:00pm

Questions and Adjournment

- Reminder to review mock session scripts and bills



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Wyoming Legislature NEW MEMBER ORIENTATION



Orientation Session Five THE ART of LEGISLATING LEGISLATIVE RULES *and PROCEDURES*

Friday, January 4, 2013
House of Representatives Chamber
Wyoming State Capitol
Cheyenne, Wyoming

FRIDAY, JANUARY 4, 2013

Overview of Previous Day

8:00am

Questions from Previous Day

Legislator Faculty

- Refreshments available in House Break Room

Transitioning from Campaigning to Governing

8:15am

The Hallmarks of Legislating

Dr. Phillip Boyle, Leading and Governing Associates

- Introduction
- Legislative Choices (Exercise)
- Values of the Public Good (Exercise)

9:45am

Break

- Refreshments available in House Break Room

10:00am

Hallmarks of Legislating Continued

- Policy Problems and Choices (Exercises)
- Conclusions

11:00am

Legislator Roundtable on Governing

Senators Ross, Nicholas, Rothfuss

Representatives Lubnan, Brown

11:30am

Lunch

Custom, Decorum, and Tradition

1:30pm

Importance of Custom, Decorum, and Tradition to the Legislative Institution

Brenda Erickson, Natl Conference of State Legislatures

1:30pm

A View of Legislating With and Without Decorum

Senators Ross and Rothfuss

Representatives Lubnan and Throne

1:45pm

Practical Advice About Custom, Decorum and Tradition

Brenda Erickson, NCSL, moderator

Legislative Procedures and Rules

2:30pm

Organization and Hierarchy of Rules and Procedures

Brenda Erickson, NCSL

Dave Gruver, Legislative Counsel

Diana Williamson, Senate Chief Clerk

Patty Benskin, House Chief Clerk

- Constitutional provisions
- Statutory provisions
- Legislative rules
- Wyoming Manual of Legislative Procedure
- Mason's Manual of Legislative Procedure
- Historic precedent/tradition

3:00pm

Break

- Refreshments available in House Break Room

3:15pm

In-Depth Review of Rules and Procedures (Senators will meet in House Break Room)

Senator Ross and Representative Lubnan

Diana Williamson, Senate Chief Clerk

Patty Benskin, House Chief Clerk

- Review of legislative rules and procedure homework
- Differences in House and Senate procedures

4:15pm

Emergency Evacuation Procedures During Session

Wendy Madsen, Legislative Information Officer

Lt. Klief Guenther, Wyoming Highway Patrol, Division O

- Types of emergencies
- Where to go in an emergency
- Introduction of House and Senate staff responsible for emergency evacuation

Staffing Services Available During the Session

3:30pm

House Staff Services

Patty Benskin, House Chief Clerk

Representatives Lubnan, Brown, Throne

- Unique procedures in House
- House Clerical Assistants
- House staffing services
- Supplies available in House
- Printers in House

3:30pm

Senate Staff Services

(Senators will go to Senate Chamber)

Diana Williamson, Senate Chief Clerk

Senators Ross, Nicholas, Rothfuss

- Unique procedures in Senate
- CoW procedures in Senate
- Microphone use in Senate
- Senate staffing services
- Supplies available in Senate
- Printers in Senate

Overview of Session Schedule

4:00pm

Reminder of LSO Services Available During the Session

Wendy Madsen, Legislative Service Office

Overview of Session Schedule

Senator Ross and Representative Lubnan

- What to expect the first week
- Key dates: deadlines and crossover

4:30pm

Questions, Overview of Next Session, and Adjournment

PROGRAM PREPARED BY THE
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Wyoming Legislature NEW MEMBER ORIENTATION



Orientation Session Six MOCK LEGISLATIVE SESSION

Saturday, January 5, 2013
House of Representatives Chamber
Wyoming State Capitol
Cheyenne, Wyoming

SATURDAY, JANUARY 5, 2013

Overview of Previous Day

8:00am

Questions from Previous Day

All Legislator Faculty

- Refreshments available in House Break Room

8:15am

Legislative Process for Bill Enactment or Defeat

Senator Ross

Representative Lubnan

- Introduction through vetoes and veto override
- Order of business

Introduction, First Reading, and Reference of Bills

8:45am

Mock Introduction, First Reading, and Reference

All Legislator Faculty (See Mock Session Script)

Patty Benskin, House Chief Clerk

Diana Williamson, Senate Chief Clerk

8:50am

Move to Room 302

Standing Committee Procedures (Room 302)

9:00am

Tips for Effective Committee Work

Representative Pete Mloway

Senator Nicholas

Representative Throne

- Protocol and decorum in meetings
- Importance of working a bill
- Making the public feel welcome

9:30am

Standing Committee Procedures

Representative Pete Mloway

- Role of committee
- Order of meeting

Mock Committee Meeting

Representative Pete Mloway

All Legislator Faculty (See Mock Session Script)

All New Members (See Mock Session Script)

- Testimony for and against bills
- Work bills to report out of committee

10:30am

Break (Go back to House Chambers)

- Refreshments available in House Break Room

The Process of Amending Legislation (Room 302)

10:45am

Amendment Processes

LSO Legal Services Staff

- Process for drafting amendments
- Amendment numbering process
- Tracking amendments
- Sponsorship of amendments
- Constitutional provisions related to amendments

11:30am

Lunch

Committee of the Whole (House Chambers)

1:00pm

Mock CoW Floor Session

All Legislator Faculty (See Mock Session Script)

All New Members (See Mock Session Script)

Diana Williamson, Senate Chief Clerk

Patty Benskin, House Chief Clerk

- Legislative faculty walk through CoW script
- Use of microphones—generally

Second and Third Reading

2:15pm

Mock Second and Third Reading Floor Session

All Legislator Faculty (See Mock Session Script)

All New Members (See Mock Session Script)

Diana Williamson, Senate Chief Clerk

Patty Benskin, House Chief Clerk

Floor Procedure Protocols

3:00pm

Floor Procedures and Unusual Motions

Diana Williamson, Senate Chief Clerk

Patty Benskin, House Chief Clerk

- Unusual floor procedures and motions
- Courtesy and protocols on the floor
- Guests on the floor and behind bar
- Notes from Lobby

3:15pm

Break

- Refreshments available in House Break Room

Social Media—What You Need to Know

All legislators who use social media (or are considering using social media) are strongly encouraged to attend this session.

3:00pm

Social Media Success

*Jon Kuhl, National Conference of State Legislatures
Natalie Wood, National Conference of State Legislatures*

Legislators are using social media to disseminate information, communicate with constituents, and increase transparency and public participation. As you are using these communication tools, learn how to avoid potential pitfalls. This session will:

- Review basic social media concepts
- Describe how social media is being used
- Raise ethical tension points
- Share best practices that you can adopt – tools that improve communication and enhance the institution

Computer Training (Room 302)

This training session is **mandatory** for new legislators and returning members are encouraged to attend, as well.

4:00pm

Get the Most Effective Performance From Your Laptop
How to Search Statutes Online
Navigating the Internet and Intranet

Intern Meet and Greet (Room 302)

All legislators are welcome to attend to meet the college interns who are available to work for all legislators, but legislators who have signed up for individual interns should definitely plan to attend this session.

5:00pm

Interns meet sponsoring legislators
Lavonda Kopsa, Intern Coordinator

- Expectations of program
- Tips for a productive relationship
- Ideas for intern projects

PROGRAM PREPARED BY THE
WYOMING LEGISLATIVE SERVICE OFFICE

Wyoming Legislature **ALL MEMBER TRAINING**



MEDIA TRAINING
ANTI-DISCRIMINATION TRAINING
ETHICS TRAINING
COMPUTER TRAINING
INTERN MEET AND GREET
COMMITTEE CHAIRMAN TRAINING
NEW LEADER TRAINING

Monday, January 7, 2013
Wyoming State Capitol
Cheyenne, Wyoming

Welcome to the Montana Legislature
2012 New Legislator Orientation

(All sessions are in the State Capitol)

WEDNESDAY, NOVEMBER 14, 2012
Capitol Building, Helena

Time	Event	Locations - tent.
8:00 a.m.	Hosted breakfast	3rd Floor, Fan Window
10 a.m.	Senate and House caucuses	1st (2) and 3rd (2) floors
1 p.m.	Welcome Legislative Agencies Introduction - Directors • Welcome, who is conducting training, role of staff, what to expect: mentor teams Government 101	House chambers
1:30 p.m.	Introduction and Plenary session: • Pay and Benefits	House chambers
3:15 p.m.	Break	3rd Floor Snack Bar
3:30 p.m.	Computer IT Services Intro - Support, Security, and IT Allowance	House chambers
4:15 p.m.- 5:00 p.m.	Mentor Teams - Discussion on division roles - Who we are? How can we help you?	Home Rooms - 7 on first floor
5:30 p.m.	Dinner (and photos)	Gateway Center

THURSDAY, NOVEMBER 15, 2012

Time	Event	Location
6:30 - 8:30 a.m.	Health Screening/Flu Shots	Room 165 (Legislative Audit Division Conference Room)
7:30 - 8:30 a.m.	Breakfast	3rd Floor Snack Bar
8:30 - 10:30 a.m.	Introduction/Morning sessions (2): each session approximately 1 hour; participants attend both with presenters rotating. Questions in mentoring groups. (catch-up photos) <ul style="list-style-type: none"> • Bill Drafting (and Mechanics) (1 hour) • Rules, Decorum, Civility (1 hour) 	Room 317 - classroom style/ Room 303
10:30 a.m.	Break	3rd Floor Snack Bar
10:45 - 12:00 p.m.	Mentor Teams - Meet with Mentors in small groups - staff agencies and follow-up on morning sessions (LSD, bill draft requesting, mechanics, and rules, ethics, and decorum)	1st floor Home Rooms
12:00 - 1:00 p.m.	Lunch	Rotunda
1:00 - 2:00 p.m.	Introduction to "Committees" - session, interim, decorum, committee video	House chamber
2:00 - 3:00 p.m.	Mentor Teams - describe role of committees and public participation (1,2,3, types of policies or agencies, help fill out committee preference forms)	1st floor Home Rooms
3:00 - 3:30 p.m.	Break	3rd Floor Snack Bar
3:30 - 5:00 p.m.	General Budget Overview <ul style="list-style-type: none"> • Staff • Resources 	House chambers
4:30 - 6:30 p.m.	Reception	Montana Historical Society

FRIDAY, NOVEMBER 16, 2012

Time	Event	Location
7:30 - 8:00 a.m.	Breakfast	3rd Floor Snack Bar
8:00 a.m.	Senate, House Facilities and Staff (Plenary)	House Chamber
8:30 a.m.	Public Access & Media Relations	House Chamber
9:30 a.m.	Short break (with H/S staff and media)	House anteroom
9:45 a.m.	Improve Your Communications → Improve Your Impact -- Bill Graham -- Courtesy of CSG-West Westrain Speaker Bureau	House Chamber
11:45 a.m.	Meet in caucuses to discuss bill requests, leadership direction	1st (2) and 3rd (2) floors
12:00 noon	Adjourn	
1 to 3 p.m.	Leadership Orientation	TBD

New Legislator Orientation is sponsored by the
Montana Legislative Council

A special thanks to all the staff of the Montana Legislative Branch
that helped to put this event together.

63rd Montana Legislature – 2013

First Week Schedule

Please Note: This schedule is subject to change and does not include bill hearings. For a list of scheduled bill hearings, please refer to the Legislative Automated Workflow System (LAWS). A link to LAWS can be found on the legislative branch website at www.leg.mt.gov

Monday, Jan. 7, 10 a.m. – Swearing-In Ceremony for State Elected Officials – Front steps of Capitol

Monday, Jan. 7, noon – 63rd Legislative Session Convenes, Swearing-In Ceremony for Legislators – House & Senate Chambers

Tuesday, Jan 8, 8 a.m. – Law School for Legislators – House Chambers

Tuesday, Jan. 8, 2 p.m. – Chair of the day training for House members – House Chambers

Wednesday, Jan. 9, 8 a.m. – Organizational Committee Meetings: House State Administration – Rm 455; House Taxation – Rm 152

Wednesday, Jan. 9, 9 a.m. – Budget presentation by Legislative Fiscal Division staff to Joint House Appropriations and Senate Finance & Claims Committees – Rm 303

Wednesday, Jan. 9, 9:30 a.m. - Organizational Committee Meeting: Joint House FRET & Senate Energy - Rm 317 - re: proposed federal changes to how Power Marketing Administrations operate

Wednesday, Jan. 9, upon adjournment of floor sessions – Rules training for all legislators – House Chambers

Thursday, Jan. 10, 1 p.m. – Senate Max Baucus will address joint legislative session upon convening of floor sessions in joint session – House Chambers

Thursday, Jan. 10, 3 p.m. - Organizational Committee Meetings: House Fish, Wildlife & Parks – Rm 152; House Local Government – Rm 172; Senate Energy – Rm 317

Friday, Jan. 11, 8 a.m. – Organizational Committee Meetings: Appropriation/Finance & Claims Subcommittees: Education – Rm 472; General Government – Rm 350; Health & Human Services – Rm 102; Judicial Branch, Law Enforcement & Justice – Rm 317A; Long-Range Planning – Rm 317B; Natural Resources & Transportation – Rm 317C

Friday, Jan. 11, 1 p.m. – Presentation of proposed legislative districting & apportionment plan presented by Justice Regnier to joint legislative session upon convening of floor sessions in joint session – House Chambers

Friday, Jan. 11, 3 p.m. – Organizational Committee Meetings: Joint House & Senate Education Committee – Common Core Informational Hearing – Rm 303; House Federal Relations, Energy & Transportation – Rm 172; House Human Services – Rm 152; Senate Natural Resources, Rm 317

Saturday, Jan. 12, upon adjournment of floor sessions - Tour of Montana State Prison & Montana Correctional Enterprises – open to all legislators - bus scheduled to leave 15 minutes after adjournment of last floor session - legislators interested in tour should contact Bob Anez, DOC, by email at banez@mt.gov no later than Jan. 11